



JOB ANNOUNCEMENT

ALAMEDA RECREATION AND PARK DEPARTMENT

2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

<http://www.cityofalamedaca.gov/Recreation/Employment-Opportunities>

SUMMER 2012

PARKS AND PLAYGROUNDS/WORLD OF WONDER (WOW) SPECIALIST

THE SETTING: Alameda is a city of 72,500 located next to the city of Oakland. Neighborhood recreation programs are offered at nine locations throughout the city.

THE POSITION: (\$14.84 - \$18.94 per hour) The Parks/Playgrounds/World of Wonder (WOW) Specialist will be directly involved in the supervision and administration of the Summer Parks/Playgrounds and World of Wonder (WOW) Programs. All Recreation Specialists are classified as part-time, non-benefitted employees. Hours will range up to 40 hours per week (May 1st to September 1st) depending on programming demands.

MINIMUM QUALIFICATIONS: Applicants must have a minimum of two (2) years of education from an accredited college or university with an emphasis in recreation or related field.

GENERAL RESPONSIBILITIES: The Parks/Playgrounds Specialist plans, organizes and implements the community-wide Summer Parks/Playground and World of Wonder (WOW) Programs. The Specialist assists in recruiting, selecting, training and evaluating staff, as well as having direct responsibility for conducting a number of city-wide special events. He/she must have knowledge of a wide variety of recreation skills to work effectively with others and to prepare and maintain records and reports.

REQUIREMENTS: Staff must possess a valid **Red Cross Standard First Aid Card** and proof of a recent **T.B. Test** prior to the beginning of the program. Federal law requires that, prior to employment, applicants must furnish proof of identity and eligibility for employment in the United States. Proof may be furnished by various documents such as Social Security Card (original), birth certificate, driver's license, passport, resident alien card, etc.

FINGERPRINTING REQUIREMENT: California state law requires that all recreation employees and volunteers having direct contact, supervisory or disciplinary authority over minors be fingerprinted as a condition of employment. Candidates under serious consideration for hire will be referred to the Alameda Police Department for fingerprinting. Employment is contingent upon fingerprint results.

APPLICATION PROCEDURE: Complete the Alameda Recreation and Park Department application form. Attach a brief resume outlining any experience and education you have had that would assist us in determining your ability to perform the job responsibilities. Applications may be filed in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, CA 94501, (510) 747-7529 or download forms from: www.cityofalamedaca.gov/Recreation/Employment-Opportunities no later than **Wednesday, February 15, 2012**. Applications may be accepted until the position is filled. Applicant will be notified of interview date and time.

EQUAL OPPORTUNITY EMPLOYER M/F/D

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance. Hearing Impaired TDD (510) 522-7538.